

# **WORKPLAN DEVELOPMENT**

## **Personnel Standing Committee - Jan. 2000**

**TITLE OF ISSUE: Job Application**

**ISSUE:** Present job application process is tailored to a more experienced group of applicants, thereby discouraging other good applicants who might not be Federal employees.

**PROPOSED SOLUTION:** The Personnel Committee will work with EASC to determine if the present job application process has been improved enough to make it less cumbersome and intimidating (Present process puts a premium on good writing skills and a facility with forms and paper work, which may discourage good applicants.).

**ACTION and TARGET DATE:** Speak with EASC Human Resources personnel and Administrative Officers in the NER and NEFSC to develop an application format that is easily understood and use. (NOTE: Commerce Opportunities On Line (COOL) website addressed some of these issues.) Propose website linkages to minority service institutions and local community colleges.

**TARGET DATE:** Meeting date to be determined

**WORKPLAN COMMITTEE MEMBERS:** Nick Anderson, Sukwoo Chang, George Liles, Dvora Hart, Cynthia Matteus, Jean Partridge, Pie Smith (Chair) and Marianne Taylor.

**COST:** None

**APPROVED:** \_\_\_\_\_ **DISAPPROVED:** \_\_\_\_\_ **LET's DISCUSS:** \_\_\_\_\_

2/22/00